



CAREER SERVICES PROGRAM

Verification of Employment Desk Aid

PURPOSE: This handout outlines the required Employment Verification when a parent applies for the WorkFirst Career Services Program. It is intended to help answer the question: "Is there documentation/verification that the recipient was employed for 30 hours or more per week?"

REFERENCES: WAC 388-310-2100 WorkFirst Career Services Program

BACKGROUND: In order to qualify for the Career Services program the parent must report in person and provide documentation that they are employed for at least 30 hours per week. Employment documentation must meet the requirements listed below:

Acceptable Documentation/Verification	Key things to look for
<p>Wage stub that shows client had 30 or more hours of work for each week</p>	<p>Wage stubs may cover different pay periods (monthly, bi-weekly, weekly). The default pay period is Monthly.</p> <p>If the wage stub you are looking at is for a shorter period of time, you need to be able to identify the:</p> <ul style="list-style-type: none"> ▪ Start date of the pay period ▪ End date of the pay period ▪ Number of Hours worked during this pay period <p>Many wage stubs will have the pay period ending date, and the date the check was issued. If the wage stub does not have all 3 of these elements, you will have to contact the employer. Utilize the Employment Verification Form. This Form can be faxed to the employer or used as a guide for phone verification. If not faxed ESD Staff must sign and print their name on the form to validate the information taken over the phone.</p>
<p>Verification of employment, completed by the employer, which verifies the start date and a minimum of 30 hours per week of employment.</p>	<p>The recommended form to use is the approved ESD Employer Verification form. This form has all the required information needed.</p> <p>Any other form used must provide the following information:</p> <ul style="list-style-type: none"> - Name of Company - Contact Name and Title (with signature) - Date the form was completed - Start date of the pay period - End date of the pay period - Number of Hours worked during this pay period - Statement that the client is working 30 hours or more each week <p>The statement cannot be that the person applying for Career Services is scheduled to work; it must be that they have worked 30 hours in a week before they can be considered eligible for Career Services.</p>
<p>Documentation of a verbal contact with the employer.</p> <p>Verifications done by telephone are acceptable provided ESD Staff uses the approved ESD Employment Verification Form:</p> <ul style="list-style-type: none"> - Name of Company - Contact Name and Title - Phone Number Called - Date of Contact - Start date of Employment - Statement that the client is working 30 hrs 	<p>Verbal contact must have the Bolded sections within the Employment Verification Form completed.</p> <p>* Staff can find the Employment Verification Desk Aid in the WorkFirst Handbook.</p>